



KING COUNTY
SUPERVISOR III
TRAFFIC MAINTENANCE SUPERINTENDENT
DEPARTMENT OF TRANSPORTATION
ROAD SERVICES DIVISION
TRAFFIC MAINTENANCE SECTION
Annual Salary: \$71,245 - \$90,307
Job Announcement: 06SB5858
OPEN: 2/13/06 CLOSE: 3/17/06

WHO MAY APPLY: This position is open concurrently to all qualified King County career service employees and the general public.

WHERE TO APPLY: Submit materials to: Scott Bruns, 201 S Jackson Street, MS KSC-TR-0313, Seattle, WA 98104, by 4:00 pm on the closing date (**Postmarks are NOT ACCEPTED**). **NOTE:** Applications not received at the location specified above and incomplete applications will not be processed.

APPLICATION PROCEDURE: Materials required: (A) [King County Application](#) (B) resume (C) letter of interest detailing your background, how you meet or exceed each of the required qualifications, and your ability to perform the primary job functions, and (D) a minimum of three references of current or former supervisors.

WORK LOCATION: 155 Monroe Avenue NE, Renton, WA and travel throughout King County.

WORK SCHEDULE: This full-time position is exempt from the Fair Labor Standards Act and is not overtime eligible.

PRIMARY JOB FUNCTIONS: The incumbent in this position is responsible for the management and administration of the Traffic Maintenance Unit in the Traffic Engineering Section of the Road Services Division. The Traffic Maintenance Unit supports unincorporated King County and customer cities. It has two major sub-units, one group installs and maintains traffic control devices, pavement markings, roadway striping, and fabricates signs. The other group builds, maintains and inspects signal and street lighting, providing installation, and performing other related electrical maintenance. The incumbent in this position will develop and implement work unit objectives and programs, and develop and monitor budgets and human resources for the multiple work units. Specific duties include:

- Manage and direct maintenance employees through subordinate supervisors; provide assistance and guidance with unusual or difficult problems; monitor work progress and assure production quality and compliance with policies and procedures. In conjunction with the Section manager, establish goals and objectives for maintenance operations.
- Responsible for performance evaluations, disciplinary action, training programs, and the establishment of performance criteria; and to assure that policies/procedures and standard practices for disciplinary actions are followed.
- In consultation with the Section Manager, prepare work programs and budgets; manage the administration and implementation of both within the work unit. Oversee and direct coordination of

service requests with annual budget and work programs for client cities. Closely coordinate client city work programs and budgets through meetings and other outreach. Monitor work activities. Establish equipment and material requirements as needed.

- Develop and implement operational policies and procedures. Work with department/division management team to bring awareness of need and direction for change in existing policy and creating new policy.
- Implement and supervise unit safety activities and ensure that all necessary safety precautions are observed.
- Receive and direct investigations of complaints as well as inquiries from the general public and provide information to all interested parties regarding traffic maintenance operations.
- Direct and control mobilization of county forces in emergency situations and develop, in advance, a mobilization plan and resource allocation plan for event response.
- Make final recommendation to higher authority on hiring, termination and progressive discipline for subordinate employees.

REQUIRED QUALIFICATIONS:

- Four years of increasing responsible supervisory experience managing a large work unit in a public works maintenance organization, with special emphasis on traffic maintenance.
- Knowledge of Maintenance Management System.
- Knowledge of County, Washington State and federal laws and regulations pertaining to public works maintenance.
- Knowledge of M.U.T.C.D. and A.A.S.H.T.O. guidelines.
- Knowledge of I.M.S.A. Level II Signal and Sign marking Standards.
- Knowledge and demonstrated experience in the traffic maintenance field concerning traffic and pedestrian safety to include signals, sign and marking maintenance to the current standards.
- Knowledge of appropriate computer software, hardware, and operating systems.
- Knowledge of maintenance, emergency, construction, and heavy equipment management principles and systems.
- Knowledge of occupational safety and health laws.
- Skills needed to analyze, interpret, develop, predict, monitor and balance a multiple work unit budget as well as to effectively utilize identified physical and human resources.
- Skill in the planning, scheduling, utilization and coordination of a variety of skilled, semi-skilled and unskilled workers, supervisors and support staff to satisfy the objectives of the work units.
- Skill in communicating effectively, both orally and in writing, at all levels; with employees, peers, supervisors, customers, officials and union representatives.
- Skill in dealing tactfully and courteously with the public, clients, and in-house customers.
- Skill in supervising effectively through subordinate supervisors, including establishing goals and assigning responsibilities, setting work performance standards, establishing work priorities, making program changes and resolving safety, training and personnel issues.
- Skill in dealing with stressful situations.
- Ability to have predictable and reliable attendance.

NECESSARY SPECIAL REQUIREMENT(S): Successful applicants must possess a valid Washington State driver's license

UNION MEMBERSHIP: Positions in this classification will be represented by Local 17F, International Federation of Professional and Technical Engineers